



## **Finance Committee Meeting Minutes**

**March 7, 2013 6:30 PM, Community Room**

**Tyngsborough Town Hall**

**Tyngsborough, Massachusetts**

Members: Robert Mullin, Chairman (RM) Darryl Wickens (DW)  
Scott Hammer (SH)  
Chris Mellen, Vice Chair (CM)

Attendees: Michael Gilleberto, Town Administrator (MG)  
Nina Nazarian, Assistant Town Administrator (NN)  
Kerry Colburn-Dion, Town Treasurer (KCD)  
Deputy Police Chief, Richard Howe (RH)  
Police Lieutenant, Christopher Chronopolous (CC)  
Police Admin. Assistant, Kimberly Morrison (KM)

VOTE: DW made a motion to come into session at 6:35pm, seconded by SH, all in favor 4-0-0

### **Item 1: Review and Discuss proposed FY2014 Budget for the Police Department**

Presented by Deputy Chief, Richard Howe

(MG) Explains that the Deputy is presenting due to the Chief being out on a medical absence.

## FY2014 Police Department Budget Review

(RH) Salary and Wages are up 2% based on contractual agreements and a new contract for the Deputy Chief. Vehicle maintenance line item increase \$10,000 due to expected reliance on older vehicles. Leased Vehicle line item is \$80,000 including the request for 2 new patrol vehicles. Gasoline line item increase of \$10,000 due to increase in the cost of fuel. Ammunition line item increase due to additional mandated training costs.

CM - Question on overtime and shift differential costs.

RH - Paid out on shifts between 3PM and 7AM.

CM - Question on laundry line item.

DM - Contractual to cover dry cleaning costs of uniforms.

CM - What is covered under Professional Services?

RH- Assessment Boards used for promotions.

## FY2013 Police Budget

MG - Movement in department due to promotions has caused an increase to overtime use during the current fiscal year.

RH - Salary and Wages have been used up to 57% which is in line with expectations. Overtime is at 76% due to the above changes and that one officer has been out after being injured in the line of duty. That officer has taken retirement but it cost \$20,000 in overtime to cover his shifts during that time. The former Deputy Chief was owed a \$10,000 accrued vacation time payout upon leaving the department. An additional officer is on Paid Family Leave. To reduce the overtime use in 2013, the Deputy Chief has cancelled all non-mandated training for officers for the remainder of the fiscal year.

DW - Asked about repair costs this year.

RH - With the new cars online repairs have decreased and they have performed well.

CM - Asked about insurance on the vehicles.

MG - Explained that insurance is covered in a separate line item in the budget and we will be reviewing them at a later date.

#### FY2014 Police Station Department Budget

RH - The custodian budget looks as though it decreased but clothing costs used to be included but it is now separate. The building is now 25 years old and repairs are needed. The Sally Port door collapsed during the winter and had to be temporarily repaired. It needs to be replaced during FY2014 for \$3500. Treads on the stairs are needed for \$3000. And new in-wall air conditioners are needed at a cost of \$2500. The building does not have central air and the current units are original to the building.

MG - These requests are consistent with the upkeep of the building to keep it useful.

#### FY2013 Police Station Department Budget

No questions asked.

#### FY2014 Communications Department Budget

RH - Salary and Wage increase 2% due to contractual agreements. Equipment needs up slightly due to Records Management software needs updating.

CM - Question on Laundry line item.

KM - \$1800 for 6 dispatchers.

#### FY2013 Communications Department Budget

RH - Line items are within expectations.

### **Item 2: FY 2014 Town Budget Worksheet Discussion**

MG - The School budget has been received and the worksheet has been updated to include their numbers and the benefits and insurance line items. This reflects a request for funding from the town as a whole at \$36,725,753. This includes Level Service budgeting and requested additional item requests. Revenue projections are still showing a modest increase over last year and local receipts continue to trend lower. There is a \$200,000 carryover into next year for Snow and Ice removal. The Town Budget is showing a

\$2,4250,000 deficit and this number includes \$900,000 in requests of over level service budgeting, of which, the Municipal has a \$200,000 request and the School has a \$700,000 request.

CM - Question on finalizing numbers.

MG - Should be close to the town meeting in May.

MG - An updated worksheet will be emailed to FinCom members. Trash numbers should be coming in lower but are still being negotiated.

### **Item 3: Committee Updates**

CM - Sewer has not met

DW - CPC met for a presentation of updates to the laws on use of funds.

RM - CAMC met and received school requests. Will be meeting in the future to review debt load potential and finalize Capital Asset recommendations.

MG - Town has advertised for a Town Accountant at 30 hours per week. The Veteran's Agent has submitted a request for funding for new filing cabinets at a cost of \$3500. Will wait to see if funds are available this fiscal year.

RM - Next meeting will be March 14, 2013

### **Item 4: Adjournment 7:50 PM**

Motioned by CM, seconded by DW

Vote 4-0-0

Prepared by: Rob Mullin